

March 31, 1999

Dear Chief Executive Officer:

This letter is to inform you and your staff about forthcoming changes in the Integrated Postsecondary Education Data System (IPEDS), a set of surveys conducted by the National Center for Education Statistics (NCES). These changes include accelerated timelines, web-based reporting, and new data elements mandated by Congress. In 1992, recognizing the need for timely data, Congress required all institutions participating in Title IV programs to complete IPEDS surveys. In the 1998 reauthorization of that Act, Congress underscored the importance of submitting this data by giving the Department specific authority to fine institutions that did not submit their IPEDS surveys in a timely manner.

Of course, the Department expects that institutions, such as yours, will continue to work with us in a spirit of cooperation to provide the required data in a timely fashion and to carry out this important information collection effort. In that vein, I am writing to ask your support and cooperation to ensure that all campus administrators and staff involved in IPEDS reporting are aware of the forthcoming changes and the importance of reporting within the prescribed timeframes.

On the back of this letter, you will find a schedule for the 1999-2000 IPEDS surveys so that you are aware well in advance of the various reporting requirements. Only one of the 1999-2000 surveys will be different from those collected in previous years in any significant way, the new Institution Prices and Student Financial Aid (IPSFA) survey. This IPSFA survey is planned as a pilot study to test institutions' ability: 1) to provide data on price of attendance and student financial aid, and 2) to submit data via the web. I want to stress that the IPSFA survey will be a web-based collection rather than a paper questionnaire. You will receive additional correspondence concerning the IPSFA procedures in late April.

In 2000-2001, NCES plans to move all of the IPEDS data collection to a web-based system in line with the Department's requirement for web-based transmission of student financial aid information. This will eliminate the need for paper questionnaires to be mailed and processed, and should significantly improve the timeliness of these data. There are a few items that will change in the 2000-2001 IPEDS. Most of the changes are minor and should not present problems for most institutions. However, after 2000-2001, there will be several substantial changes such as the new race/ethnicity format mandated by the Office of Management and Budget. These changes will require significant adjustments to your information systems.

NCES plans to assist your institution during this transition by providing training and technical assistance. NCES will continue to seek the involvement of the postsecondary community to reduce problems and to minimize the cost and administrative burden for your institution. In addition, NCES will continue efforts to keep your institution fully informed. This letter is the first in a series of direct communications with your administrative personnel involved in IPEDS data collection and reporting. Changes concerning data, reporting dates, and electronic transfer of data will be announced concurrently at this web page.

The proposed schedule for 2000-2001, also printed on the back of this letter, is provided for your comment. I urge you to share this schedule with your staff and forward any comments to Ms. Susan Broyles the IPEDS project director at NCES ([Susan\\_Broyles@ed.gov](mailto:Susan_Broyles@ed.gov)). Thank you in advance for your cooperation and support during this transition.

Yours sincerely,



Pascal D. Forgione, Jr., Ph.D.

Commissioner of Education Statistics

<b>1999 – 2000 IPEDS Processing Cycle</b>			
ID & Passwords mailed to coordinators/institutions: June 1, 1999*			
Forms mailed to coordinators: July 18, 1999			
Forms mailed direct to institutions: July 25, 1999			
		<b>Survey Processing Period</b>	
<b>Survey</b>	<b>Reference Date</b>	<b>Processing Start</b>	<b>Receipt Closeout</b>
	<b>(as of)</b>	<b>Date</b>	
<b>Institutional Price &amp; SFA (IPSFA)*</b>	varies	July 1, 1999	August 15, 1999
<b>Institutional Characteristics</b>	10/15/1998 and AY 1999	October 1, 1999	December 1, 1999
<b>Completions</b>	June 30, 1999	October 15, 1999	December 20, 1999
<b>Salaries of Full Time Instructional Faculty</b>	October 1, 1999	November 15, 1999	January 18, 2000
<b>Fall Enrollment</b>	October 15, 1999	December 1, 1999	February 8, 2000
<b>Fall Staff</b>	November 1, 1999	December 20, 1999	February 22, 2000
<b>Finance</b>	varies	February 22, 2000	April 17, 2000
<b>Consolidated</b>	varies by part	November 15, 1999	January 18, 2000
<b>Graduation Rate Survey**</b>	August 31, 1999	February 7, 2000	April 10, 2000
*Web based collection			
**NCAA Institutions must respond by March 1, 2000; data will be transmitted to the NCAA on March 2.			

<b>2000 - 2001 IPEDS Processing Cycle</b>			
ID & Passwords mailed to coordinators/institutions: One month prior to start			
		<b>Survey Processing Period</b>	
<b>Survey<sup>1</sup></b>	<b>Reference Date</b>	<b>Processing Start</b>	<b>Receipt Closeout</b>
	<b>(as of)</b>	<b>Date</b>	
<b>Institutional Characteristics<sup>2</sup></b>	varies	July 1, 2000	August 15, 2000
<b>Completions</b>	June 30, 2000	September 16, 2000	October 31, 2000
<b>Fall Enrollment</b>	October 15, 2000	November 1, 2000	December 15, 2000
<b>Fall Staff</b>	November 1, 2000	November 1, 2000	December 15, 2000
<b>Salaries of Full Time Instructional Faculty</b>	November 1, 2000	November 1, 2000	December 15, 2000
<b>Finance</b>	varies	February 1, 2001	March 15, 2001
<b>Graduation Rate Survey<sup>3</sup></b>	August 31, 2000	February 1, 2001	March 15, 2001
<sup>1</sup> All data will be collected using web-based procedures.			
<sup>2</sup> Includes price and student financial aid.			
<sup>3</sup> NCAA Institutions must respond by March 1, 2001.			